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OTE-1628-87

4 September 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: [redacted] STAT
Director of Training and Education

SUBJECT: OTE Trainers' Program

1. We have recently developed a training program for our instructors that will be field tested early in Fiscal Year 1988. The design of the program is attached.

2. I invite Agency offices with in-house training activities to participate in the program and to assist the OTE curriculum development staff in evaluating it. We have begun working with the trainers in the Office of Communications to identify the best innovative strategies and techniques for meeting consumers' needs.

3. I am enthusiastic about this effort. Adult training is a field in continual flux in education circles. You may want to help define training approaches for our Agency population by subscribing to the pilot running. On the other hand, you may want to wait until we have settled more firmly on a comprehensive trainers' program. In either case, we welcome your involvement in the trainers' development program.

[redacted] STAT

Attachment

cc: STO

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OTE INSTRUCTOR DEVELOPMENT PROGRAM

FY 88

	Month	Course	Days	Level	Source
QTR. 1	Nov.	Contracts	1	I - III	OTE
	Nov.	Training Theory	5	II - III	Contractor
	Dec.	Positive Power and Influence	3	I - III	Contractor
	Dec.	Genographics	1/2	I - III	OTE
QTR. 2	Jan.	Contracts	1	II - III	OTE
	Feb.	Designing Self-Instr. Packages	3	II - III	Contractor
	Mar.	Creativity	1	I - III	OTE
QTR. 3	Apr.	Genographics	1/2	I - III	OTE
	May	Positive Power and Influence	5	II - III	Contractor
	May	Training Theory and Practice	3	I - III	Contractor
	June	Contracts	1	I - III	OTE
QTR. 4	July	Advanced Techniques	3	II - III	Contractor
	Aug.	Genographics	1/2	I - III	OTE

Program will also include:
- Bimonthly Trainers' Workshop for new instructors
- Brown bag lunch with special topics such as learning and teaching styles
- Self-study material in Instructional Systems Design (Addison Wesley Series)

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